



Avalon Snell <avalonsnell@utah.gov>

FW: Data retention

Kanth, Cory <Cory.Kanth@schools.utah.gov>

Tue, Jul 27, 2021 at 2:50 PM

To: Avalon Snell <avalonsnell@utah.gov>, "Rasmussen, Benjamin" <Ben.Rasmussen@schools.utah.gov>

Avalon,

Here is the answer to your questions:

Regarding data retention and disposal"

USBE will maintain an archive database

Remove items that are 5 years after the graduation date as per the code stated for SOEP

SEATS Administrator validates the data that will be deleted

IT staff will oversee the deletions upon Administrator approval

Are they in a database, printed, hybrid, etc.?

Just a database

What records would be destroyed under the schedule and how would that work if they are in a database?

They are purged from the database as above.

Is the IT staff in charge of deleting or is it an administrative person?

SEATS Administrator validates the data that will be deleted

How are you going to validate that the correct information was deleted?

Data are marked with the Student's Cohort Graduation Date, and they will be scheduled for deletion with reference to that date. SEATS Administrator validates correctness records prior to deletion.

Respectfully,

Cory Kanth

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[Quoted text hidden]

Retention and Classification Report

Agency: Board of Education

250 East 500 South
P.O. Box 144200
Salt Lake City, UT 84114-4200
801-538-7510

Records Officer: Benjamin Rasmussen

30116 Statewide Online Education Program enrollment records

Retention Schedule(s) for the record series listed above have been examined and approved for submission to the State Records Management Committee.

Chief Administrative Officer (print)

Signature

Title

Date

Utah State Archives

AGENCY: Board of Education

SERIES: 30116

TITLE: Statewide Online Education Program enrollment records

DATES: 2012-

ARRANGEMENT: Database.

DESCRIPTION:

These records are contracts and/or agreements to engage in cross-LEA enrollment for students grades 6-12 who participate in the Statewide Online Education Program (SOEP). Information may include student and educator identifying data, data of entry and exit, and completion status.

RETENTION:

Retain for 5 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 5 years after separation and then delete.

APPRAISAL:

These records have administrative value(s).

RETENTION JUSTIFICATION:

These records are required by rule R277-726-7(14) and R277-726-7(22) to be retained for five calendar years after the student exits the provider's or third party's program. Paralleling this, USBE will maintain records of SOEP participation for 5 years after a student's cohort graduation date (recorded as June 30 or the relevant academic year).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(n)(i-iii) (2020)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 05/2021.